

PROFESSIONAL SERVICES  
FOR  
DEVELOPING & GAINING FUNDING  
FOR VILLAGE PROJECTS

Contracting Agency: Village of Ruidoso

Mailing Address: Village of Ruidoso Purchasing Dept.  
313 Cree Meadows Drive  
Ruidoso, N.M. 88345

Physical Address: Village of Ruidoso  
Purchasing Warehouse  
421 Wingfield  
Ruidoso, N.M. 88345

Telephone: 505 257-2721

Procurement Manager: Terri Waterfield, Purchasing Agent

## REQUEST FOR PROPOSALS

Qualifications-based competitive sealed proposals for Professional Services will be received by the Contracting Agency, The Village of Ruidoso, 313 Cree Meadows Drive, Ruidoso, New Mexico 88345 for RFP No. 99-03.

The Village of Ruidoso is requesting proposals for PROFESSIONAL SERVICES FOR DEVELOPING AND GAINING FUNDING FOR VILLAGE PROJECTS.

Proposals will be received at Village of Ruidoso Purchasing Warehouse located at 421 Wingfield, Ruidoso, New Mexico 88345 until 5:00 p.m. local time, Friday, December 17, 1999. Submitted proposals shall not be publicly opened. Any proposals received after closing time will be rejected and returned unopened. The fact that a proposal was dispatched will not be considered.

Copies of the Request can be obtained in person at the office of the Purchasing Agent at 421 Wingfield or will be mailed upon written or telephone request to Terri Waterfield, Purchasing Agent, at (505) 257-2721.

The Village of Ruidoso reserves the right to reject any and/or all proposals and waive all informalities as deemed in the best interest of the Village.



Terri Waterfield  
Village of Ruidoso  
Purchasing Agent

VILLAGE OF RUIDOSO  
REQUEST FOR PROPOSAL (RFP)

A. PURPOSE OF THIS REQUEST FOR PROPOSAL

The Village of Ruidoso has an ongoing need for fund raising services including grant writing. At any one time there are a number of priority recreation, youth, infrastructure and other projects that would benefit the citizens of the Village for which adequate funding is not available. The Village of Ruidoso is seeking to retain the services of a consultant(s) and/or company(s) to assist in developing and gaining funding for Village projects from state, federal and private sources. It is planned that for 1 to 3 consultants/organizations will be retained by January, 2000 to assist the Village in achieving its fund raising goals.

The Village of Ruidoso will pay for the reasonable expenses of the contractor(s) related to specific project development and fund raising activities. Such expenses will include phone, fax, mailing/shipping, travel, copy and other costs. It is expected that the contractor(s) will be able to gain fees and expenses-after a successful fund raising program has been carried-by completing project administration and tasks related to the implementation of the project scope of work. Contractor's involvement at the implementation stage is felt important because of prior knowledge of a particular project's details acquired during the fund raising process.

B. SUBMISSION REQUIREMENTS

It is the responsibility of the responding consultant/company to complete the following:

1. Offerors shall submit only one proposal.
2. Offerors shall provide seven (7) identical copies of their proposal on or before the closing date and time.
3. All proposals must be typewritten on standard 8 ½ x 11 paper - larger paper is permissible for charts, etc.

## C. MANDATORY SCOPE OF WORK

1. Proposals should include information on:
  - A. Related experience - offeror must submit a statement of relevant experience related to preparing and obtaining funds to support priority projects.
  - B. Corporate or individual references - offerors must submit two (2) references from clientele who have or are receiving services for similar work.
  - C. Project plan - offerors must submit a thorough fund raising plan as part of the proposal. The plan must include an outline of tasks to be performed and a timeline for the completion of each task.

## D. PROPOSAL EVALUATION

- A. The Village of Ruidoso will evaluate all proposals received in a timely manner, and will select a proposal(s) which is/are considered to be the most advantageous to the Village after considering the entire offeror's package, based upon the following evaluation criteria:
  - a. Related experience (40% of total)
  - b. Corporate or individual references (40% of total)
  - c. Project plan (20% of total)
- B. A selection committee will utilize the aforementioned criteria to select successful offeror(s). This committee reserves the right to schedule interviews with offerors and negotiate terms resulting in the final contract(s).
- C. Offeror's proposal may include items other than the evaluation criteria identified above. However, proposals should be as specific as possible regarding the evaluation criteria.

D. The Village also reserves the right to reject any or all proposals and to waive informalities.

E. PROCUREMENT OFFICIAL

The Village of Ruidoso has designated the following official to be responsible for the administration of this procurement.

Alan Briley, P.E.  
Village Manager  
313 Cree Meadows Drive  
Ruidoso, New Mexico 88345  
(505) 258-4343

F. SUBMISSION OF PROPOSAL

ALL OFFEROR PROPOSALS MUST BE DELIVERED TO THE OFFICE OF THE PURCHASING AGENT.

Hand & express carrier deliveries

U.S. Mail

Purchasing Agent  
421 Wingfield  
Ruidoso, N.M. 88345

Purchasing Agent  
313 Cree Meadows Dr.  
Ruidoso, N.M. 88345

NO LATER THAN DECEMBER 17, 1999, 5:00 P.M. LOCAL TIME. All proposals shall be in a sealed envelope, clearly marked "PROFESSIONAL SERVICES FOR DEVELOPING AND GAINING FUNDING FOR THE VILLAGE OF RUIDOSO PROJECTS". Any proposal received after the aforementioned deadline shall be returned unopened. The date and time of each proposal will be recorded.

## INSTRUCTIONS TO OFFERORS

### 1. DEFINITIONS AND TERMS

- 1.1 Addendum: a written or graphic instrument issued prior to the opening of Proposals which clarifies, corrects, or changes the Request for Proposals. Plural: addenda.
- 1.2 Consultant: means the Successful Offeror awarded the Agreement/Contract.
- 1.3 Contracting Agency: The Village of Ruidoso.
- 1.4 Determination: means the written documentation of a decision of the procurement officer including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains (13-1-52 NMSA 1978.)
- 1.5 Offeror: any person, corporation, or partnership legally licensed to provide design professional services in this state, who chooses to submit a proposal in response to this Request for Proposal.
- 1.6 Procurement Manager: means the person or designee authorized by the Contracting Agency to manage or administer a procurement requiring the evaluation of proposals.
- 1.7 Request for Proposals: or "RFP" means all documents, including those attached or incorporated by references, used for soliciting proposals (13-1-81 NMSA 1978)
- 1.8 Responsible Offeror or Proposer: means an offeror or proposer who submits a responsive proposal and who has furnished , when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal (13-1- 82 NMSA 1978).

- 1.9 Responsive Offer or Proposal: means an offer or proposal which conforms in all material respects to the requirements set forth in the request of proposals. Material respects of a request for proposals include, but are not limited to price, quality, quantity or delivery requirements (13-1-85 NMSA 1978).
- 1.10 The terms must, shall, will, is required, or are required, identify a mandatory item or factor. Failure to comply with a mandatory item or factor will result in the rejection of the offeror's proposal.
- 1.11 The terms can, may, should, preferably, or prefers identify a desirable or discretionary item or factor.

## 2. REQUEST FOR PROPOSAL DOCUMENTS

### 2.1 COPIES OF REQUEST FOR PROPOSALS

- A. A complete set of the Request for Proposals may be obtained from the Contracting Agency (unless another issuing office is designated in the RFP).
- B. A complete set of the Request for Proposals shall be used in preparing proposals; the Contracting Agency assumes no responsibility for errors or misinterpretations resulting from the use of an incomplete set of the Request for Proposals.
- C. The Contracting Agency in making copies of Request for Proposals available on the above terms, does so only for the purpose of obtaining proposals on the project and does not confer a license or grant for any other use.
- D. A copy of the RFP shall be made available for public inspection and

shall be posted at the Purchasing Department of the Contracting Agency.

## 2.2 INTERPRETATIONS

- A. All questions about the meaning or intent of the Request for Proposal shall be submitted to the Procurement Manager of the Contracting Agency in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded by the Contracting Agency as having received the Request for Proposals. Questions received answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
- B. Offerors should promptly notify the Contracting Agency of any ambiguity, inconsistency, error which they may discover upon examination of the Request for Proposals.

## 2.3 ADDENDA

- A. Addenda will be mailed by certified mail with return receipt requested, by facsimile or hand delivered to all who are known by the Contracting Agency to have received a complete set of Request for Proposals.
- B. Copies of Addenda will be made available for inspection where Request for Proposals are on file for that purpose.
- C. No Addenda will be issued later than 5 days prior to the date for receipt of Proposals, except an Addendum withdrawing the Request for Proposals or one which includes postponement of the date for receipt of Proposals.
- D. Each Offeror shall ascertain, prior to submitting the Proposal, that the Offeror has received all Addenda, issued and shall acknowledge their receipt in the Proposal transmittal letter.

### 3. PROPOSAL SUBMITTAL PROCEDURES

#### 3.1 NUMBER, FORM AND STYLE OF PROPOSALS

- A. Offerors shall provide seven (7) copies of their proposal to the location specified on the cover page on or before the closing date and time for receipt of proposals.
- B. All proposals must be typewritten on standard 8 ½" x 11" paper and bound on the left-hand margin;
- C. A maximum of twenty (20) pages, including title, index, etc. not including front and back covers.
- D. The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated:
  - 1) Letter of Transmittal, if any;
  - 2) Response to related experience;
  - 3) Response to corporate or individual references;
  - 4) Response to project plan;
  - 5) Other supporting or resource material.
- E. Any proposal that does not adhere to this format, and which does not address each specification and requirement within the RFP may be deemed non-responsive and rejected on that basis.
- F. Offerors may request in writing nondisclosure of confidential data. Such data should accompany the proposal and should be readily separable from the proposal in order to facilitate eventual public inspection of the nonconfidential portion of the proposal. A request that states that the entire proposal be kept confidential will not be acceptable. Only matter which clearly are of a confidential nature

will be considered.

- G. Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

### 3.2 SUBCONSULTANTS

- A. The Offeror shall list and state that any person or other party to whom it is proposed to award a subcontract under this proposal, must be acceptable to the Contracting Agency after verification by the Contracting Agency of the current eligibility status, including by not limited to suspension or debarment by the Contracting Agency.

### 3.3 PREQUALIFICATION PROCESS

A business may be prequalified by the Purchasing Agent as an Offeror for particular types of service. Mailing lists of potential Offerors shall include but shall not be limited to such prequalified businesses (13-1-134 NMSA 1978). For purposes of this RFP, if prequalification is utilized, special instructions will be attached as an exhibit to this RFP.

There will be no prequalification for this RFP.

### 3.4 DEBARRED OR SUSPENDED CONTRACTORS

A business (contractor, subcontractor or supplier) that has either been debarred or suspended pursuant to the requirements of 13-1-177 through 13-1-180, and 13-4-11 through 13-4-17 NMSA 1978 as amended, shall not be permitted to do business with the Contracting Agency and shall not be considered for award of the contract during the period for which it is debarred or suspended with the Contracting

Agency.

### 3.5 SUBMITTAL OF PROPOSALS

- A. Proposals shall be submitted at the time and place indicated in the Notice of Request for Proposals and shall be included in an opaque sealed envelope marked with the Project title and name and address of the Offeror and accompanied by the documents listed in the Request for Proposals.
- B. The envelope shall be addressed to the Purchasing Agent/Procurement Officer of the Contracting Agency. If sent by U.S. mail the address is 313 Cree Meadows Drive, Ruidoso, New Mexico 88345, if hand delivered or sent by courier the physical address is 421 Wingfield, Ruidoso, New Mexico 88345. The following information shall be provided on the front lower left corner of the Bid envelope; Project Title, Project No., Request for Proposals number, date and time of acceptance deadline. If the Proposal is sent by mail, the sealed envelope shall have the notation "SEALED PROPOSAL ENCLOSED" on the face thereof.
- C. Proposals received after the date and time for receipt of Proposals will be returned unopened.
- D. The Offeror shall assume full responsibility for timely delivery of proposals at the Purchasing Agent's office, including those proposals submitted by mail. Hand-delivered proposals shall be submitted to the Purchasing Agent or his designee and will be clocked in-time stamped at the time received, which must be prior to the time specified.
- E. After the date established for receipt of proposals, a register of proposals will be prepared which includes the name of each Offeror, a description sufficient to identify the service, the names of the required witnesses, and such other information as may be specified by the

Purchasing Agent.

- F. Oral, telephonic, or telegraphic proposals are invalid and will not receive consideration.

### 3.6 CORRECTION OR WITHDRAWAL OF PROPOSALS

- A. A Proposal containing a mistake discovered before proposal opening may be modified or withdrawn by an Offeror prior to the time set for proposal opening by delivering written or telegraphic notice to the location designated in the Request for Proposals as the place where Proposals are to be received.
- B. Withdrawn Proposals may be resubmitted up to the time and date designated for the receipt of Proposals, provided they are then fully in conformance with the Request for Proposals.

### 3.7 NOTICE OF CONTRACT REQUIREMENTS BINDING ON OFFEROR

- A. In submitting this proposal, the Offeror represents that the Offeror has familiarized himself with the nature and extent of the Request for Proposals dealing with federal, state and local requirements which are a part of the Request for Proposals.
- B. Laws and Regulations: The Offeror's attention is directed to all applicable federal and state laws, local ordinances and regulations and the rules and regulations of all authorities having jurisdiction over the services of the Project.

### 3.8 REJECTION OR CANCELLATION OF PROPOSALS

The Request for Proposals may be canceled, or any or all proposals may be rejected in whole or in part, when it is in the best interest of the Contracting Agency. A determination containing the reasons therefore shall be made part of the project file (13-1-131 NMSA 1978).

#### 4. CONSIDERATION OF PROPOSALS

##### 4.1 RECEIPT, OPENING AND RECORDING

- A. Proposals received on time will not be opened publicly but will be opened in the presence of one or more witnesses.
- B. The names of all businesses submitting proposals and the names of all businesses, if any, selected for interview shall be public information. After an award has been made, final ranking and evaluation scores for all proposals shall become public information. (13-1-120 NMSA 1978). The contents of any proposal shall not be disclosed so as to be available to competing Offeror's during the negotiation process (13-1-116 NMSA 1978).

##### 4.2 PROPOSAL EVALUATION

- A. Proposals shall be evaluated in the basis of demonstrated competence and qualification for the type of service required, and shall be based on the evaluation factors set forth in this RFP. For the purpose of conducting discussions, proposals may initially be classified as:
  - 1) acceptable,
  - 2) potentially acceptable, that is , reasonably assured of being made acceptable, or
  - 3) unacceptable (Offerors whose proposals are unacceptable shall be notified promptly).

- B. The Contracting Agency shall have the right to waive technical irregularities in the form of the Proposal of the Offeror which do not alter the quality or quantity of the services (13-1-132 NMSA 1978).
- C. If an Offeror who otherwise would have been awarded a contract is found not to be responsible Offeror, a determination that the Offeror is not a responsible Offeror, setting forth the basis of the finding, shall be prepared by the Purchasing Agent/Procurement Manager. The unreasonable failure of the Offeror to promptly supply information in connection with an inquiry with respect to responsibility is grounds for a determination that the Offeror is not a responsible Offeror (13-1-133 NMSA 1978).

Businesses which have not been selected shall be so notified in writing within twenty-one days after award is made (13-1-120 NMSA 1978).

- D. Selection Process: (13-1-120 NMSA 1978)
  - 1) The evaluation of proposals will be performed by an evaluation committee composed of representatives selected by the Contracting Agency. The committee shall evaluate statements of qualifications and performance data submitted by at least three businesses in regard to the particular project and may conduct interviews with and may require public presentation by all businesses applying for selection regarding their qualifications, their approach to the project and their ability to furnish the required services.
  - 2) If fewer than three businesses have submitted a statement of qualifications for a particular project, the committee may:
    - a) rank in order of qualifications and submit to the local governing body for award those businesses which have submitted a statement of qualifications ; or
    - b) recommend termination of the selection process and sending out of new notices of the proposed procurement pursuant to (13-1-104

NMSA 1978).

#### 4.3 NEGOTIATIONS (13-1-122 NMSA 1978)

- A. The Contracting Agency's designee shall negotiate a contract with the highest qualified business for the services contemplated under this RFP at compensation determined in writing to be fair and reasonable. In making this decision, the designee shall take into account the estimated value of the services to be rendered and the scope, complexity and professional nature of the services.
- B. Should the designee be unable to negotiate a satisfactory contract with the business considered to be the most qualified at a price determined to be fair and reasonable, the designee shall begin negotiations with the second most qualified business. Failing accord with the second most qualified business, the designee shall formally terminate negotiations with that business.
- C. The designee shall then undertake negotiations with the third most qualified business.
- D. Should the designee be unable to negotiate a contract with any of the businesses selected by the committee, additional businesses shall be ranked in order of their qualifications and the designee shall continue negotiations in accordance with this section until a contract is signed with a qualified business or the procurement process is terminated and a new request for proposals is initiated.
- E. The Contracting Agency shall publicly announce the business selected for award.

#### 4.4 NOTICE OF AWARD

After award by the local governing body, a written notice of award shall

be issued by the Contracting agency after review and approval of the Proposal and related documents by the Contracting Agency with reasonable promptness (13-1-100 and 13-1-108 NMSA 1978).

## 5. POST-PROPOSAL INFORMATION

### 5.1 PROTESTS

- A. Any Offeror who is aggrieved in connection with a solicitation or award of an Agreement may protest to the Contracting Agency's Purchasing Agent and the Chief Administrator/Clerk in accordance with the requirements of the Contracting Agency's Procurement Regulations and the State Procurement Code. The protest should be made in writing within 24 hours after the facts or occurrences giving rise thereto, but in no case later than 15 calendar days after the fact or occurrences giving rise thereto (13-1-172 NMSA 1978).
- B. In the event of a timely protest under this section, the Purchasing Agent and the Contracting Agency shall not proceed further with the procurement unless the Purchasing Agent makes a determination that the award of Agreement is necessary to protect substantial interests of the Contracting Agency (13-1-173 NMSA 1978).
- C. The Purchasing Agent or his designee shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved Offeror concerning a procurement. This authority shall be exercised in accordance with adopted regulations, but shall not include the authority to award money damages or attorneys' fees (13-1-174 NMSA 1978).
- D. The Purchasing Agent or his designee shall promptly issue a determination relating to the protest. The determination shall:
  - 1) state the reasons for the action taken; and
  - 2) inform the Protester of the right to judicial review of the

determination pursuant to 13-1-183 NMSA 1978.

- E. A copy of the determination issued under 13-1-175 NMSA 1978 shall immediately be mailed to the Protestant and other Offerors involved in the procurement (13-1-176 NMSA 1978).

## 5.2 EXECUTION AND APPROVAL OF AGREEMENT

The Agreement shall be signed by the Successful Offeror and returned within an agreed upon time frame after the date of the Notice of Award. No Agreement shall be effective until it has been fully executed by all of the parties thereto.

## 5.3 NOTICE TO PROCEED

The Contracting Agency will issue a written Notice to Proceed to the Consultant.

## 5.4 OFFEROR'S QUALIFICATION STATEMENT

Offeror to whom award of a Agreement is under consideration shall submit, upon request information and data to prove that their financial resources, production or service facilities, personnel, and service reputation and experience are adequate to make satisfactory delivery of the services described in the Request for Proposals (13-1-82 NMSA 1978)

## 6. OTHER INSTRUCTIONS TO OFFERORS

NONE

